

TAPE AND FILE REVIEW & REQUESTS FOR COPIES OF DOCUMENTS FROM COURT FILES

If you would like to set up an appointment to review a file, schedule a date to listen to tape(s), or request to receive a copy of certain documents from a file, you can now send your request to our email box at sfroreview@usdoj.gov. Please ensure your email contains the file number, type of request, and preferred date & time of when you would like to review the file or tape.

Court staff will strive to reply to your email within a two-day window. Once a date and time has been scheduled we ask that you promptly arrive at your scheduled appointment. Any person arriving more than 15 minutes late will need to reschedule their appointment, exceptions will be made on a case by case basis if accommodations can be made.

Drop-in requests to review tapes, files or copies of documents will be handled on an individual basis based on staff resources and space availability. Therefore, we ask that you utilize the email box for your requests to help minimize any conflicts.

To help expedite your request, please bring in your completed [File Review Form](#) to the front counter when you arrive for your scheduled appointment. This form must be filled out for requests to review a file, listen to tapes, or receive copies of documents from a file.

Please note that court staff will only be able to provide the following three documents from a file. Exceptions to this policy may be waived on a case by case basis by court management.

1. Notice to Appear (NTA) or Order to Show Cause (OSC)
2. Additional Charges
3. Immigration Judge Final Order

.Should you require any other documents from the file, you will need to file a written request with the Office of General Counsel at the following address:

Office of the General Counsel
Attn: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

For more detailed information on a FOIA request, please visit <http://www.usdoj.gov/eoir/efoia/foiafact.htm>